

UNIVERSITY OF MUMBAI

No. MUP / Stationery /86 day of 2024.
M. J. Phule Bhavan,
Mumbai - 400 098.
Date : 06/06/2024

CIRCULAR : -

1. The Director, Mumbai School of Economics & Public Policy.
2. The Head, University Department of Sociology.
3. The Head, University Department of Civics & Politics.
4. The Head, University Department of Statistics.
5. Knowledge Resource Center & Library and Information Science
6. The Head, University Department of Applied Psychology and Counseling Centre.
7. The Head, University Department of Law.
8. The Director, J. B. Institute of Management Studies.
9. The Head, University Department of Sanskrit.
10. The Head, University Department of English.
11. The Head, University Department of Mathematics.
12. The Head, University Department of Linguistics.
13. The Head, University Department of Chemistry.
14. The Head, University Department of Physics.
15. The Head, University Department of Marathi.
16. The Head, University Department of Gujarati.
17. The Head, University Department of Hindi.
18. The Head, University Department of History.
19. The Head, University Department of Education.
20. The Head, University Department of Geography.
21. The Head, University Department of Music.
22. The Head, University Department of Kannada.
23. The Head, University Department of Commerce.
24. The Head, University Department of Life Sciences.
25. The Head, University Department of Biotechnology.
26. The Head, University Department of Biophysics.
27. The Head, University Department of Sindhi.
28. The Head, University Department of Computer Science.
29. The Head, University Department of Urdu.
30. The Head, University Department of Philosophy.
31. The Director, Centre for African Studies.
32. The Director, Centre for Central Eurasian Studies.
33. The Head, University Department of Persian.
34. The Head, University Department of German.
35. The Head, University Department of Russian.
36. The Head, University Department of Arabic.
37. The Head, University Department of French.
38. The Principal, Sir J. J. College of Architecture.

39. The Professor-Cum-Director, Institute of Distance and Open Learning.
40. The Director, Western Regional Instrumentation Centre.
41. The Director, Department of Adult and Continuing Education and Extension.
42. The Director, Garware Institute of Career and Education Development.
43. Director, N.S.S. Unit.
44. The Director, Academic Staff College.
45. The Head, Dr. C.D. Deshmukh Counselling Centre.
46. The Hon. Director, Alkesh Dinesh Mody Institute of Financial & Management Studies.
47. The Director, Department of Students' Welfare.
48. The Director, Centre for Extra Mural Studies.
49. The Director, Department of Physical Education & Sports.
50. The Director, Centre for Comparative Literature (Gurudeo Tagore Chair of Comparative Literature).
51. The Director, Department of Information Technology.
52. The Director, Department of Communication & Journalism.
53. The Co-ordinator/Secretary, Women Development Cell.
54. The Director, Academy of Theatre Arts.
55. The Director, Department of Academy of Administrative Career.
56. The Co-ordinator, Department of Folk Arts (Lokkala Academy).
57. The Head, Centre for Information Technology (Physics Department).
58. The Head, Centre for Jain Studies.
59. The Co-ordinator, University Computerisation Centre.
60. The Co-ordinator, Dr. Ambedkar Centre for Social Justice.
61. The Head, Department of Pali.
62. The Director, Rajiv Gandhi Centre for Contemporary Studies.
63. The Co-ordinator, Phule-Ambedkar Chair.
64. The Director, Centre for Nano Science & Nano Technology.
65. The Co-ordinator, Mahatma Gandhi Peace Centre.
66. The Hon. Physician, University Health Centre.
67. The Head, FM Community Radio.
68. The Director, Department of Atomic Energy Centre.
69. University of Mumbai's Times Centre for Disaster Management.
70. Dinesh Mody Institute for Numismatics & Archaeology.
71. N. U. Jain Institute of Career Education & Development.
72. Department of School of Engineering.
73. Department School of Law.
74. Maharashtra Adhyayan Kendra.
75. Shankarrao Chavan Training Academy.
76. The Director, Sports Activities.
77. Savitribai Phule Girls Hostel, Kalina.
78. Ramabai Girls Hostel, Kalina.
79. Maharshi Karve Girls Hostel, Kalina.
80. Karmaveer Bhaurao Patil Boys Hostel, Kalina.
81. Annabhau Sathaye Boys Hostel, Kalina.
82. Jugonnath Sunkersett Hall, Churchate.
83. International Boys Hostel, Churchate.

84. Bank of India Endowment Chair
85. Shahir Amar Shaikh Chair
86. Master of Social Work
87. Mahatma Gandhi Peace Centre
88. University of Mumbai - Department of Atomic Energy Centre for Excellence in Basic Science (UM-DAE-CBS)
89. Campus at Thane
90. School of Engineering and Applied Sciences at Kalyan
91. Vishwabhashan, Bharatranthna Dr. Babasaheb Ambedkar College, Ambadave
92. Vijayalaxmi Vishwanath Dalvie College, Talere
93. Department of Oceanography (Sindhu Swadhyay)
94. University of Mumbai Law Academy
95. Confucius Institute
96. Chanakya International Institute of Leadership Studies
97. Prof. Bal Apte Centre for Studies in Student & Youth Movement
98. Honorable Shri. Balasaheb Thackeray Adhyasan
99. Centre for Excellence in Maritime Studies (CEMAS)
100. New Girls Hostel, Vidyanaagari

Subject : Purchase of Stationery and Other Items including Envelopes and Continuous Stationery Items during the Year 2024-2025 & 2025-2026).

Mesdames / Gentlemen,

The recommendations of the Scrutiny & Finalisation Committee appointed by the Hon'ble Vice-Chancellor for acceptance of the e-tenders, for purchase of Stationery and Other Items including Envelopes and Continuous Stationery Items required by the various Departments/Sections in the Registrar's Office (General Administrations) including Accounts Section and Examinations Section etc. during the Year 2024-2025 & 2025-2026) have been approved by the Purchase Committee at its meeting held on 10th May, 2024. In pursuance of the decision of the Purchase Committee in this behalf (1) Schedule of Stationery and Other Items including Envelopes and Continuous Stationery Items (under Group A to F & H) vide enclosure No. 2. Showing therein (i) the description of the items, (ii) brand names wherever possible, (iii) quantity required, (iv) names abbreviated of the approved suppliers, (Full names, addresses and telephone numbers are mentioned in the enclosure No. 1), are enclosed herewith for ease of reference.

2. In accordance with the terms and conditions of the e-tender, the successful tenderers (i.e. approved suppliers) have been asked to make their own arrangements to deliver the goods to the following campuses of the University :-
 - a) Fort Campus - University Departments / Institutes including J.B.I.M.S. etc.
 - b) Vidyanagari Campus, Kalina - University Departments / Institutes etc.
 - c) Sir J. J. College of Architecture, Mumbai - 400 001, etc.
 - d) Thane Sub-Centre
 - e) Kalyan Sub Centre
 - f) Ratnagiri Sub Centre
 - g) Model College of University (Ambadave & Talere)depending upon location of the indenting Departments / Stationery Units as the case may be.
3. As regards Continuous Computer Stationery Items which may be purchased as and when required by the Departments / Institutes at the approved rates and terms mentioned in the schedule under the Group " H ".
4. As regards the Stationery Items listed under Group ' I ' a separate requisition be placed with the Controller, Printing and Stationery, Mumbai University Press, M. J. Phule Bhavan, Ground Floor, Vidyanagari, Mumbai - 400 098.
5. As regards items of various kinds and sizes of envelopes listed in Group "F" (schedule F and F(2)) shall be purchased from the approved suppliers as per the approved rate/s and as per terms mentioned in the Schedule with printing name and addresses of the University Departments/Sections in single colour by submitting matter/specimen alongwith purchase order.
6. The Head of the University Departments are therefore, requested to ensure that the total quantity of Stationery and Other Items required during the course of the year 2024-2025 & 2025-2026 will not exceed and the cost thereof will have to be within the financial limits under budgetary provisions of the respective departments for the year 2024-2025 & 2025-2026.
7. As regards accounting and issue of Stationery and Other items and Continuous Computer Stationery Items and maintenance of the relevant records such as Stock Register etc. following instructions will have to be strictly adhered to.

The Heads of Departments / Sections or a person-in charge are duly authorised, who

- 1) will keep the Purchase Order Book under lock and key with him to rule out the possibility of any misuse;
- 2) on receiving the items, will examine the same both quantity & qualitywise ;

- 3) will account for all Stationery and Other Items (whether purchased or transferred from other Departments) in the Stock Register maintained for the purpose & will also allot separate folios to each of the Stationery Items ;
- 4) on receipt of the Stationery articles from the suppliers, will keep the same in his custody to avoid malpractices ;
- 5) will issue the Stationery Items to the extent actually required, on the authority of issue slips duly countersigned by the Heads of the Departments / Sections ;
- 6) will mention Sr. No. of items in the requisition slips while submitting requisition ;
- 7) will put serial number and date on these issue slips and make postings therefrom in the Stock Register in the chronological order and will record stock folios against each of the items on the issue slips. He will also enter the issue slip No. and date in the Stock Register against each of the entries as per issue slip and will strike the balance ;
- 8) has to accept the bills from the dealers for the supply of such Stationery and Other Items in quadruplicate. The original bill alongwith the certificate in the prescribed form given hereunder be sent directly to the Accounts Section for payment, after due scrutiny. The duplicate copy be sent to the Controller, Printing and Stationery, Mumbai University Press for records. The triplicate copy be sent to the Assistant Registrar (Internal Audit) and the last copy be retained by the indenting department for its record ;

FORM OF CERTIFICATE WHICH ACCOMPANY THE BILL

Name of the Department: _____

Certified that : -

- 1) Stationery Items mentioned in the bill have been indented within the budgetary provisions of this Department / Section and after having found that the stock of the same is necessary ;
- 2) Stationery Items detailed in the bill have been actually received ;
- 3) The quantity of every item has been checked and found correct as per the receipt of the challan and the quality of the same has been according to the specification in the schedule and as per the samples approved ;
- 4) The rates shown in the bill have been found to be as per the accepted rates mentioned in the schedules ;
- 5) Necessary entries in respect of the items received as per the bill, have been made in the Stock Register maintained by the Department / Section and Stock folio have been mentioned on the top of the bill ;
- 6) The bill carries discount of _____ % and should be settled for payment within _____ days (i.e. on or before _____) ;
- 7) Against the provision of Rs. _____ expenditure of Rs. _____ (including this bill) has been incurred and the balance left for the remaining period of the year, is Rs. _____.

Signature of the
Head of the Dept./Section
(With rubber stamp).

9. As regards the procurement of Stationery Items by the various sections in the Registrar's Office (General Administrations) including Account Section, Examinations Section, Head of the concerned sections are requested to follow existing procedure of placing indents with the Controller, Printing and Stationery (C.O.P.&S.), Mumbai University Press. In case of envelopes, printed specimen along with requisition letter be sent to the C.O.P. & S., in advance.

10. The contents of the circular and its enclosures be brought to the notice of the concerned staff and they may

be instructed to do the needful in accordance with the procedure prescribed.

11. The difficulty, if any, may be brought to the notice of the Controller, Printing and Stationery, Mumbai University Press, Mumbai - 400 098, so as to get it cleared.
12. As regards non branded items, it is requested to see the approved Samples of various Items which are with the Controller, Printing and Stationery, Mumbai University Press, Vidyanagari, Mumbai - 400 098 for verification prior to accepting delivery of the same from the approved parties, if necessary.
13. **Above rates are not inclusive of GST.**

Yours faithfully,

Mumbai - 400 098.
Date : 06/06/2024

Offg. Controller
Printing and Stationery
University of Mumbai

COPY TO :-

1. The Finance & Accounts Officer,
2. Director, Board of Examinations & Evaluation
3. The University Engineers, Fort & Kalina Campuses,
4. The Presiding Officer, Mumbai University & College Tribunal,
5. The Deans of Faculties,
6. The Director, Central Computing Facility,
7. The Hon. Legal Advisor, University of Mumbai,
8. The Public Relations Officer, University of Mumbai,
9. The Deputy Registrars / Assistant Registrars / Person in-charge of different sections / units in the Registrar's Office (General Administrations) including Accounts Section and Examinations Section,
10. The Deputy Accountants / Superintendents / Cashiers / Assistant Cashiers,
11. The Security Officer / Assistant Security Officers,
12. The Assistant Registrars, Administrative Sub-Centre, Ratnagiri, and Thane.
13. The Personal Assistants to the 1) Vice-Chancellor, 2) Pro-Vice-Chancellor and 3) Registrar.

Mumbai - 400 098.
Date : 06/06/2024

Offg. Controller
Printing and Stationery
University of Mumbai

UNIVERSITY OF MUMBAI

Mumbai University Press,
M. J. Phule Bhavan,
Vidyanagari,
Mumbai - 400 098.
Date : 06/06/2024

The names, addresses and telephone numbers of the approved suppliers for the supply of Stationery and Other Items and Continuous Computer Stationery Items required by the University of Mumbai for the Year, 2024-2025 & 2025-2026 (ending on 04/06/2025).

STATIONERY & OTHER ITEMS

Under the Group A to F and Continuous Computer Stationery Group 'H'

Sr. No.	Name of the party & address	Telephone Nos.
1.	M/s. Vasant Traders 161, Modi Street, Opp. Fort Market, Mumbai - 400 001 e-mail Id : vasantraders1@gmail.com	Mobile : 9594743331/ 9820801159 022-22691778
2.	M/s. Paras Stationery & Xerox Shop No. 11, Gundecha Chambers, 9, Nagindas Master Road, Fort, Mumbai - 400 001. e-mail Id : pstationers@yahoo.in	Mobile : 9820391419 9819057985 022-66336845 022-66558115
3.	M/s. R. K. Enterprises Room no. 10, 2 nd Floor, Ahmedally House, 157, Modi Street, Fort, Mumbai - 400 001	Mobile : 8879795720 9082257196 022-67470716
4.	M/s. Shivani Creations C-309, Anand Nagar, Forjeet Street, Tardeo, Mumbai - 400 036. e-mail Id : shivanicreation@ymail.com	Mobile : 9821021391 022-23881572

CONTINUOUS COMPUTER STATIONERY

4.	M/s. Devharsh Infotech (P) Ltd. 16 Samrat Mill Compound, L.B.S. Marg, Vikhroli (W), Mumbai - 400 079. e-mail Id : sales@devharshinfotech.com	Mobile : 9320334512 022-25784858/ 022-25774911
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UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
GROUP A

**Pencils, Erasers, Pens, Ball-Point Pens, Refills,
Stamp Pad Ink, Stamp Pads, Chalk, White-Fluid Pen etc.**

Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
1.	Pencil-Black Lead-Sup.	Apsara (HB)Hexagon		5000 Nos.	PSX	3	56	Each
2.	Short-hand Pencil	Apsara		200 Nos.	PSX	4	16	Each
3.	Erasers Pencil	Natraj 621 Plasto		600 Nos.	PSX	0	77	Each
4.	Rubber Band-45 gms. in Box	Mangoose No. 14 i.e.2"		500 Bxs.	PSX	14	85	Box
5.	Nylon Rubber Bands loose -packing of 1 Kg. packet		3"	200 kgs.	PSX	391	05	Kg.
6.	Pens-Ball Point Pen with Red/Blue/Black/Green as per requirement	Cello Winner		15000 Nos.	PSX	3	47	Each
7.	Pens-Ball Point Pen with Jotter Refill (Half Steel plated Cap)	Ricoh	Std. Size	600 Nos.	VT	29	70	Each
8.	Pens-Marker Pen-Red and Blue	Pik	Std. Size	700 Nos.	RKE	8	91	Each
9.	Pens-Sketch-Artist Sign Pen	Luxor	Std. Size	1200 Nos.	RKE	5	74	Each
10.	Hi-Tec point Pen-Pilot-05 (Non Toxic, Extra Fine)	Luxor	Std. Size	200 Nos.	PSX	33	66	Each
11.	Jotter Refills for Pens Red/Blue (Needle point 0.5)	Ricoh	Std. Size	500 Nos.	VT	8	91	Each
12.	Jotter Refills for Pens Black/Green (Needle point 0.5)	Ricoh	Std. Size	250 Nos.	VT	8	91	Each
13.	Ink for Stamp Pad Purple and Red-50 ml.	Kores	50 ml.	150 Bts.	PSX	19	80	Botl.
14.	Stamp Pad No. 2-Plastic Box	Faber Castell	110 x 70 mm	150 Pads	PSX	28	71	Pad
15.	Stamp Pad No. 3-Metal Box	Camel	157 x 96 mm.	150 Pads	PSX	52	47	Pad
16.	Chalks- Box of 144 nos. - White	Kores		30 Bxs.	RKE	41	95	Box
17.	Chalks- Box of 144 nos. - Assorted	Kores		25 Bxs.	RKE	58	73	Box
18.	Dust free Chalks Box of 144 Nos.	Sandeep		10 Bxs.	VT	49	50	Box
19.	Pencil Carbon Paper - (Blue) F'scap size Box of 100 sheets	Kores SAPPHERE	210 x 330 mm.	200 Bxs.	PSX	185	13	Pkt.
20.	Eraz-ex White Fluid Correction Pen-Fine Point	Kores Smart correction	7 ml.	700 Pens.	RKE	13	86	Each

Above rates are not inclusive of GST.

PSX – M/s. Paras Stationery & Xerox
VT – M/s. Vasant Traders
RKE – M/s. R. K. Enterprises

Date : 06/06/2024

Offg. Controller
Printing and Stationery
University of Mumbai
e-mail Id : press@mu.ac.in

UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
GROUP B

**Paper Clips, Pins, Binder Clips, Stapling Machines, Staple Pins,
Gum, Paste and Gum Tapes, Adhesive Tepes,
Candles, Safety Matches etc.**

Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
21.	Paper Clips-Nickel Plated V or U Shape-Each Small Pkt. = 100 Nos. and 10 Small Pkts. = 1 Big Box.	Soni Sharp	26 mm.	600 Big Bxs.	VT	94	05	Big Box
22.	Paper Pins (Galvanised)-Nickel Electro plated 80 gms. Box-nett. Wt.	Rollex		200 Pkts.	VT	27	72	Pkt.
23.	Binder Clip	Music-555	32 mm.	200 Nos.	PSX	3	71	Each
24.	Staple Machine-Kangaro-H.D.10-D	Kangaro 10-D	Std. size	500 Nos.	PSX	58	41	Each
25.	Staple Machine-Kangaro-H.D.-45	Kangaro H.D.-45	Std. size	150 Nos.	PSX	88	11	Each
26.	Staple Pins-Kores-10 (1 Pkt = 1000) (20 Small Pkts. = 1 Big Box)	Kores-10	No.10	400 Big Bxs.	PSX	91	08	Big Bxs.
27.	Staple Pins-24/6 (1 pkt = 1000)	Kores24/6	No.24/6	400 Small Bxs.	PSX	10	89	Small Bxs.
28.	Gum-In Plastic Bottle	Camel	300 ml.	800 Bts.	PSX	49	50	Bt.
29.	Gum-Gloy Paste in Plastic Bottle with Brush and Cap	Camel	50 ml.	300 Bts.	VT	15	84	Bt.
30.	Gum Tubes	Kores	18 ml.	250 Tubes	RKE	3	96	Each
31.	Adhesive Tape in Rolls (Small)	King Hawk	2.50cmx9m.	150 Small Sm.Roll	PSX	9	90	Small Rolls
32.	Adhesive Tape in Rolls (Big)	Wonder	250cmx65m	2000 Big Rolls	VT	11	88	Big Roll
33.	Wax Candle-Six in a Pkt.	Silver Light (No. 706)	(140 gm.)	400 Pkts.	VT	31	68	Pkt
34.	Safety Matches-Karborised sticks Bxs.	Bell	Box of 50	800 Small	PSX	0	99	Small Bxs.

Above rates are not inclusive of GST.

VT - M/s. Vasant Traders
PSX - M/s. Paras Stationery & Xerox
RKE - M/s. R. K. Enterprises

Date : 06/06/2024

Offg. Controller
Printing and Stationery
University of Mumbai
e-mail Id : press@mu.ac.in

UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
GROUP C

Plastic Items, Files, Exercise Books, Short-Hand Note Books, Index Books

Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
35.	Pen holder stand-Golden Two Socket Desk Stand (without Pen Holders)	Armour	Std. Size	40 Nos.	VT	152	46	Each
36.	Golden pen Holders with Red/Blue Jotter Refills (Holder Type) for use in the Golden Pen Stand	Armour	Std. Size	100 Nos.	VT	27	72	Each
37.	Plastic Paper Trays	Ratan	14 " x 10" (Approx.)	100 Nos.	VT	57	42	Each
38.	Waste Paper Baskets	Pavan	9"x 10" (Approx.)	150 Nos.	VT	69	30	Each
39.	Sponges with ordinary plastic Dubbies	Mangal	Std. Size	500 Nos.	PSX	6	44	Each
40.	Sponges (only) for use in the above items			1000 Nos.	RKE	1	83	Each
41.	Plastic Covers for Glass Tumblers (good quality)		Round or Square Shape	100 Nos.	VT	11	88	Each
42.	Plastic Buckets with Steel Plated Handles	Milan	10-11 Litres (Approx.)	100 Nos.	RKE	88	09	Each
43.	Latrine Tumbler with Handle	Milan	1 Litre (Approx.)	80 Nos.	RKE	18	81	Each
44.	Plastic Jug with Cover for keeping water	Elegance	2 Litres (Approx.)	200 Nos.	VT	64	35	Each
45.	Office Files : Double Extra Thick Assorted Colour Super Deluxe quality with Printing "University of Mumbai"		10" x 13 3/4 "	15000 Nos.	VT	11	88	Each
46.	Computer Files Plastic	Marval	15" x 12"	100 Nos.	VT	39	60	Each
47.	Clip Files : F"scap size	SVS	1"x10"x13 3/4 "	50 Nos.	PSX	32	67	Each
48.	Box Files : (Lever) (Kangaro Clip) (good quality)		3"x11"x13 1/2 "	2500 Nos.	PSX	51	48	Each
49.	Exercise Book-200 Pages (good quality)		Std. Size	350 Bks.	PSX	27	72	Each
50.	Short-Hand Note-Book-200 Pages (good quality)		Std. Size	50 Bks.	VT	17	82	Each
51.	Sticky Note Pad (100 sheets)	Mangoose	1"x3"	5000 Pkt	VT	7	43	Each

Above rates are not inclusive of GST.

VT	- M/s. Vasant Traders	}
PSX	- M/s. Paras Stationery & Xerox	
RKE	- M/s. R. K. Enterprises	

Date : 06/06/2024

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UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP D

**Twines, Jute Twine, Laces, Locks, Punching Machines, Scissors, Knife, Pencil Sharpners,
Tochas, Paper Weights, Glass Tumblers, Plastic Foot Rular, Wooden Items etc.**

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
52.	Thin Twine-16 Balls Packet	15 gms, each ball (Approx.)		7000 Pkts.	VT	67	32	Pkt.
53.	Thick Twine (Bengal Jute) in Ball Packing (good quality)	150 gms, each ball. (Approx.)		2300 kgs.	VT	188	10	Kg.
54.	Sutli-(Jute Twine) Soft (good quality)			1500 kgs.	RKE	108	90	Kg.
55.	Laces-Superior and Strong Laces for Files (White)(Cotton) (good quality)		About 14"	500 Dozens	PSX	2	97	Doz
56.	Ordinary Locks-Small Size	Mahavir	Five Levers.	30 Nos.	VT	51	48	Each
57.	Godrej pad locks with 2 keys	Navtal	Seven Levers	60 Nos.	PSX	504	90	Each
58.	Godrej pad locks with 2 keys	Navtal	Six Levers	50 Nos.	PSX	336	60	Each
59.	Godrej pad locks with 2 keys	Navtal	Five Levers	30 Nos.	VT	266	31	Each
60.	Punching Machine (Perforated No. 500)	Kangaro	D. P. - 500	150 Nos.	PSX	118	80	Each
61.	Scissors-6" Size (Med.)(Steel plated) Plastic Handle	Mahavir	6 "	150 Nos.	VT	39	60	Each
62.	Scissors-9" Size (Big.)(Steel plated) Metal Handle	Mahavir	9 "	125 Nos.	VT	89	10	Each
63.	Knife-Office Paper Cutter	Mahavir	Std. Size	100 Nos.	VT	28	71	Each
64.	Pencil Sharpner-Single Blade	Apsara	Std. Size	300 Nos.	PSX	3	47	Each
65.	Tochas-Wooden handle 9" Approx. Steel Plated blade (Big.) (good quality)		Std. Size	75 Nos.	RKE	13	07	Each
66.	Paper Weight-(Glass) (Round Shape) (good quality)		200 gms. Approx.	500 Nos.	RKE	26	14	Each
67.	Glass Tumbler	Yera	4 1/2" Height Approx.	400 Nos.	VT	25	74	Each
68.	Foot Ruler-Plastic with Inches and Metric markings	Omega	1" x 12"	300 Nos.	PSX	13	86	Each
69.	Foot Ruler-Metal with Inches and Metric markings (good quality)	Music 555	1" x 12"	75 Nos.	VT	19	80	Each
70.	Date Stamp with Plastic Handle (good quality)		Std. size	60 Nos.	RKE	39	60	Each

Above rates are not inclusive of GST.

VT	- M/s. Vasant Traders	}
RKE	- M/s. R. K. Enterprises	
PSX	- M/s. Paras Stationery & Xerox	

Date : 06/06/2024

Offg. Controller
Printing and Stationery
University of Mumbai
e-mail Id : press@mu.ac.in

UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP E

Soaps, Cleaning Powders, Phenyl, Dusters, Zadoos etc.

Item Nos.	Description	Brand	Size and Unit	Approx.Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
71.	Lifebuoy	Hindustan Uni Lever	75 gram.	2500 Bars	VT	16	34	Bar
72.	Liquid Soap-Rose/ Jasmine/Lavender	"Real Guard"	5 Lit Tin	50 Tins	VT	272	25	Tin
73.	Cleaning Powder in- (Packet of 1 kg.)	"Odopic" Pouch	1 Kg. Pkt.	1200 Pkts.	RKE	25	59	Each
74.	Green Phenyl in Tin 5 Litres Tin for Toilet Room use - Round or Square shape	"Sunny"	5 Litres Tin	40 Tins	VT	653	40	Tin
75.	White Scented Phenyl in 5 Litres Tin for Toilet Room use-Round or Square shape	"Sunny"	5 Litres Tin	100 Tins	VT	173	25	Tin
76.	Green Phenyl in Bottle	"Sunny"	200 ml.	2000 Bts.	VT	28	71	Bts
77.	Naphthalene Balls (good quality)			80 kgs.	PSX	138	60	Kg
78.	Top Cleaner	"Top Clean"	1000 ml. (Approx.)	1400 Bts.	VT	28	71	Bts.
79.	Cloth Duster (Checks) (good quality)		16" x 16" (Approx.)	250 Dozens	PSX	87	12	Doz
80.	Floor Duster - (Rough Big) (good quality)		24" x 24" (Approx.)	250 Dozens	VT	182	16	Dozen
81.	Phool Zadoo (good quality)			200 Dozens	VT	772	20	Dozen
82.	Sali Zadoo (Thin Stick) - (good quality)			125 Dozens	VT	543	51	Dozen

Above rates are not inclusive of GST.

VT	- M/s. Vasant Traders	}
RKE	- M/s. R. K. Enterprises	
PSX	- M/s. Paras Stationery & Xerox	

Date : 06/06/2024

Offg. Controller
Printing and Stationery
University of Mumbai
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UNIVERSITY OF MUMBAI

SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP F

Different Sizes and Kinds of White, Cloth-lined Ledger Paper, Inside PVC Laminated Paper and Cloth-lined Kraft Paper Envelopes

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
83.	White Envelopes- (S. S. Maplitho) (80gsm)		7 1/4" x 5 1/4"	3000 Nos.	SC	1,550	34	1000
84.	White Envelopes- (S. S. Maplitho) (80gsm)		9" x 4"	3000 Nos.	SC	1,550	34	1000
85.	White Envelopes- (S. S. Maplitho) (80gsm)		10 1/2" x 4 1/2"	3000 Nos.	SC	1,978	02	1000
86.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		9 1/2" x 4 1/2"	5000 Nos.	SC	4,356	99	1000
86A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		9 1/2" x 4 1/2"	5000 Nos.	SC	3,866	94	1000
87.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		11" x 5 1/2"	5000 Nos.	SC	5,746	95	1000
87A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		11" x 5 1/2"	80000 Nos.	SC	4,187	70	1000
88.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		11 1/2" x 8 1/2"	10000 Nos.	SC	10,424	70	1000
88A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		11 1/2" x 8 1/2"	5000 Nos.	SC	5,096	52	1000
89.	Cloth Lined Maplitho Paper (in various colours) Envel. (90 gsm.)		12" x 6 1/2"	5000 Nos.	SC	11,030	58	1000
89A.	Inside PVC Laminated Maplitho Paper (in various colours) Envel. (90 gsm.)		12" x 6 1/2"	80000 Nos.	SC	5,791	50	1000
90.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		15" x 10"	40000 Nos.	SC	12,242	34	1000
90A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		15" x 10"	25000 Nos.	SC	10,442	52	1000
90B.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.) with self adhesive flap		15" x 10"	25000 Nos.	SC	11,315	70	1000
90C.	Maplitho Paper (in various colours) Envelopes (90 gsm.)		15" x 10"	200000 Nos.	SC	7,929	90	1000
90D.	Inside PVC Laminated Maplitho Paper (in various colours) Envel. (90 gsm.)		15" x 10"	20000 Nos.	SC	9,016	92	1000

Above rates are not inclusive of GST.

All the items of the envelopes will be supplied by the respective party as per the approved samples of the various kinds of Envelopes duly printed with the name and address in single colour printing as per the specimen of the respective Department / Section of the University of Mumbai.

SC – M/s. Shivani Creations }

Date : 06/06/2024

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UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP F

Cloth-lined, Ledger Paper, Cloth Craft Sheets, Kraft paper, Envelopes

..2..

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
91.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		17" x 11½"	20000 Nos.	SC	16,038	00	1000
91A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		17" x 11½"	5000 Nos.	SC	12,830	40	1000
92.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		18" x 12"	50000 Nos.	SC	15,503	40	1000
92A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		18" x 12"	5000 Nos.	SC	12,340	35	1000
93.	Cloth Lined Ledger Paper Envelopes (90 gsm.)		18½" x 14"	75000 Nos.	SC	17,463	60	1000
93A.	Inside PVC Laminated Ledger Paper Envelopes (90 gsm.)		18½" x 14"	5000 Nos.	SC	11,226	60	1000
94.	Cloth Lined Kraft paper Envelopes. (90 gsm.)		11½" x 8½"	10000 Nos.	SC	7,751	70	1000
94A.	Inside PVC Laminated Kraft Paper Envelopes (90 gsm.)		11½" x 8½"	5000 Nos.	SC	5,791	50	1000
95.	Cloth Lined Kraft Paper Envelopes. (90 gsm.)		15" X 10"	40000 Nos.	SC	12,404	70	1000
95A.	Inside PVC Laminated Kraft Paper Envelopes (90 gsm.)		15" X 10"	5000 Nos.	SC	8,642	70	1000
96.	Cloth Lined Kraft Paper Envelopes. (90 gsm.)		17½" x 11½"	5000 Nos.	SC	14,612	40	1000
96A.	Inside PVC Laminated Kraft Paper Envelopes (90 gsm.)		17½" x 11½"	5000 Nos.	SC	8,719	92	1000
97.	Cloth Lined Kraft Paper sheets (90 gsm.)		44" x 29"	100000 Sheets	SC	33,858	00	1000
97A.	Inside PVC Laminated Kraft Paper Sheets (90 gsm.)		44" x 29"	300 Sheets	SC	16,038	00	1000
98.	Kraft Paper Envelopes (80 gsm.)		8" x 4"	5000 Nos.	SC	1,550	34	1000
99.	Kraft Paper Envelopes (80 gsm.)		9" x 4"	100000 Nos.	SC	1,550	34	1000
100.	Kraft Paper Envelopes (80 gsm.)		10½" x 4½"	10000 Nos.	SC	1,648	35	1000
101.	Inside PVC Laminated Kraft Paper (Window) Envelopes (80 gsm.) with self adhesive flap		9½" x 4½"	70000 Nos.	SC	3,811	50	1000

Above rates are not inclusive of GST.

All the items of the envelopes will be supplied by the respective party as per the approved samples of the various kinds of Envelopes duly printed with the name and address in single colour printing as per the specimen of the respective Department / Section of the University of Mumbai.

SC – M/s. Shivani Creations }

Date : 06/06/2024

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UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP F

Kraft paper, Manila Paper Envelopes

..3..

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
102.	Kraft Paper Envelopes (80 gsm.)		11 1/2" x 8 1/2"	30000 Nos.	SC	3,564	00	1000
103.	Kraft Paper Envelopes (80 gsm.)		12" x 10"	20000 Nos.	SC	3,742	20	1000
104.	Kraft Paper Envelopes (80 gsm.)		13" x 9"	30000 Nos.	SC	3,866	94	1000
105.	Kraft Paper Envelopes (80 gsm.)		15" x 11"	30000 Nos.	SC	4,561	92	1000
106.	Kraft Paper Envelopes (80 gsm.)		18 1/2" x 11 1/2"	130000 Nos.	SC	7,840	80	1000
107.	Kraft Paper Envelopes (80 gsm.)		18 1/2" x 14 1/4"	150000 Nos.	SC	8,125	92	1000
108.	Kraft Paper Envelopes (80 gsm.) (Window) (PVC)		9" x 4"	100000 Nos.	SC	1,888	92	1000
109.	Manila Paper Envelopes (60 gsm.)		9" x 4"	40000 Nos.	SC	1,603	80	1000
110.	Manila Paper Envelopes (60 gsm.)		10 1/2" x 4 1/2"	100000 Nos.	SC	1,621	62	1000
111.	Manila Paper Envelopes (Window) (PVC) (60 gsm.)		9" x 4"	200000 Nos.	SC	1,906	74	1000

Above rates are not inclusive of GST.

All the items of the envelopes will be supplied by the respective party as per the approved samples of the various kinds of Envelopes duly printed with the name and address in single colour printing as per the specimen of the respective Department / Section of the University of Mumbai.

SC – M/s. Shivani Creations

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Date : 06/06/2024

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UNIVERSITY OF MUMBAI SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP H

Blank, EZ Read, Pre-printed Continuous Paper Stationery etc.

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
112.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		10" x 12" x 1	20000 Sheets	DIPL	587	07	1000
113.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		10" x 12" x 2	30000 Sheets	DIPL	1,551	33	1000
114.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		15" x 12" x 1	20000 Sheets	DIPL	822	69	1000
115.	Both Side Blank Continuous Stationery (with side perforation) 60 gsm. Paper,		15" x 12" x 2	20000 Sheets	DIPL	2,185	92	1000
116.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		10" x 12" x 1	100000 Sheets	DIPL	761	31	1000
117.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		10" x 12" x 2	20000 Sheets	DIPL	1,824	57	1000
118.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		15" x 12" x 1	80000 Sheets	DIPL	1,175	13	1000
119.	Both Side Blank Continuous Stationery (with side perforation) 80 gsm. Paper,		15" x 12" x 2	30000 Sheets	DIPL	2,679	93	1000
120.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. paper,		10" x 12" x 1	125000 Sheets	DIPL	672	21	1000
121.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		10" x 12" x 2	10000 Sheets	DIPL	1,862	19	1000
122.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		10" x 12" x 3	30000 Sheets	DIPL	2,689	83	1000
123.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		15" x 12" x 1	220000 Sheets	DIPL	906	84	1000

Above rates are not inclusive of GST.

All the items of the Continuous Stationery will be supplied by the respective party as per the approved Paper Samples and as per the specifications/specimen. The microperforations and perforation on carbon papers for Double and Triple Parts Continuous Stationery are essential.

DIPL – M/s. Devharsh Infotech Pvt. Ltd. }

Date : 06/06/2024

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UNIVERSITY OF MUMBAI

SCHEDULE OF STATIONERY AND OTHER ITEMS

GROUP H

Blank, Pre-printed Continuous Paper Stationery etc.

..2..

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
124.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		15" x 12" x 2	25000 Sheets	DIPL	2,374	02	1000
125.	EZ Read Light Grey Colour with Logo etc. as per specimen, 60 gsm. Paper,		15" x 12" x 3	80000 Sheets	DIPL	3,596	67	1000
126.	Both Side Blank Continuous Stationery (with side perforation) with Logo (Letterhead type 60 GSM Paper,		10" x 12" x 2	100000 Sheets	DIPL	1,782	00	1000
127.	Both Side Blank Continuous Stationery (with side perforation) with Logo (Letterhead type 60 GSM Paper,		10" x 12" x 3	200000 Sheets	DIPL	2,656	17	1000
128.	Blank Paper with Logo etc. as per specimen, 80 gsm. Paper,		10" x 12" x 1	20000 Sheets	DIPL	860	31	1000
129.	Blank Paper with Logo etc. as per specimen 105 gsm. Parchment Paper West Coast Mill,		15" x 12" x 1	300000 Sheets	DIPL	2,279	97	1000
130.	Pre-printed Receipts-two receipt in a sheet as per specimen, 60 gsm. Paper,		10" x 12" x 3	80000 Sheets	DIPL	3,032	37	1000

Above rates are not inclusive of GST.

All the items of the Continuous Stationery will be supplied by the respective party as per the approved Paper Samples and as per the specifications/specimen. The microperforations and perforation on carbon papers for Double and Triple Parts Continuous Stationery are essential.

DIPL – M/s. Devharsh Infotech Pvt. Ltd. }

Date : 06/06/2024

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UNIVERSITY OF MUMBAI
SCHEDULE OF STATIONERY AND OTHER ITEMS
To be supplied by the University Press.

GROUP I

Ruled Papers, Blank Papers, Registers, Letter Heads etc.

Item Nos.	Description	Brand	Size and Unit	Approx. Qty. Req. for the year 2024-25 & 2025-2026	Approved Dealer	Rate		Per Unit
						Rs.	P.	
131.	Ruled Statement Size Papers -Folded (Thick) -Pkt. of 25 Sheets.		Double F'scap	1000 Sheets				
132.	Blank Papers for Typing (Thick) Pkt. of 100		F'scap.	50 Pkts.				
133.	Blank Medium Size Papers for Typing (Thick) Pkt. of 100 pp.		1/6 Size	50 Pkts.				
134.	Blank Pads 1/8 Size -100 pp.		1/8 Size	100 Pads				
135.	Ruled Pads F'scap Size -100 pp.		F'scap	100 Pads				
136.	F'scap Register Book White Ptg. Paper-150 pp.		F'scap	300 Bks.				
Letter Heads : (Thick) (Item No. 137 To 140)								
137.	F'scap Size (Thick) Pkt. of 100 Sheets		F'scap	300 Pkts.				
138.	A/4 Size (Thick) Pkt. of 100 Sheets		Quarter (A/4)	1500 Pkts.				
139.	Medium Size (Thick) Pkt. of 100 Sheets		Med.(1/6)	200 Pkts.				
140.	Small Size (Thick) Pkt. of 100 Sheets		Small (1/8)	300 Pkts.				
141.	Outward Register (Printed) -200 pp. (White Printing Paper)		F'scap	100 Bks.				
142.	Minutes Book-Maplitho Paper-150 pp.		14 1/2" x 10"	50 Bks.				
143.	Card Board Files -Extra Thick 32 Ozs. with Ilets		14" x 10"	150 Doz.				
144.	Limp Cloth File Covers with Ilets		14" x 10"	75 Doz.				
145.	Two Flap-board Files with Thick White Tape going full round the Board -(Folder)		14" x 10"	250 Doz.				
146.	Peon Books - Ledger Paper-150 pp.		8" x 6"	150 Bks.				

Note : All the items mentioned in the Group "I" will be supplied by the Mumbai University Press. The Department/s / Institute/s may place their order/s for item Nos. 131 to 146 alongwith specimen/s.

Date : 06/06/2024

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